Create a new appointment type

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Create a new appointment type

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Appointment Types**.
4. Click the **New** button.
5. Fill in the fields based on the table below.
6. When done, click **Create Appointment Type**.

Field	Description
Code	Max 3 characters
Description	Give the session a descriptive name
Category	This must be one of Procedure or Consultation. This will affect the Sessions in which the appointment can be booked.
Duration (Minutes)	Average length of the appointment type in minutes
Background Colour	Coloured background for the appointment type - should contrast the colour of the sessions it can be booked into. You can select from the picker or enter the hex value.
Text Colour	This is the colour of the text in the appointment ensure its contacts the appointment background colour
Associated Assessment Name	You can associate an assessment with an appointment. This Assessment can be access from the Appointments list on the CareRight dashboard.
Cool Down Period (working days)	Certain appointments may require a waiting period between the first interaction with the Patient and the appointment. When specified, this figure blocks appointments for **N business days,** with an error message around *Appointment requires N days grace.*
Enabled For Theatre	If the appointment category is procedure mark enabled For Theatre.
Disabled	By default, this is unchecked. If checked, then the Appointment type cannot used to create new appointments. This does not stop existing appointments of this type to be moved and have actions performed. The disabled status does not affect triggers script from suing the appointment type
Online Booking	If this is marked for *Online Booking* appointment will be avaible for online booking. This allows the configuration of either a Fixed fee per appointment type - for example, when taking a deposit; or an assessment to calculate the fee.

Enable Assistant	System admin need to mark *Enable Assistant* this will display while booking an appointment. Initially user can view and add assistant from drop down the for procedure and consultation appointment type.
Telehealth Enabled via Coviu	Where an appointment is telehealth and you wish to publish the details to Coviu, simply mark the appointment as *Telehealth Enabled.*
Prompt for cancellation reason	If checked, system will prompt a text box for a user to enter cancellation reason.
Booking Fee Strategy	Select from list

Additional Note for Enable Assistant:

Careright now allows user to add assistant for consultation appointments as well. Previously, this feature was only available for procedure appointment types. This enhancement implies that users can now associate assistants not only with procedure appointments but also with consultation appointments. This expanded functionality provides users with more flexibility in managing and specifying assistants for different types of appointments within the Careright system.

- If the system admin has enabled assistant for appointment type, assistant field will display while booking an appointment.
- Initially user can view and add assistant from drop down the for procedure and consultation appointment type.
- Dropdown list of assistants is sourced from the professional contacts menu
- Once appointment has been booked added assistant are visible on:
    - Dashboard appointment screen
    - Appointment list screen
    - Appointment overview screen